

Add a contact form

Put a contact form on any page so customers can write to you, then choose the email address that receives the messages.

A contact form lets customers send you a message without opening their email app. You add it with the **Contact Form** widget, then set it up: the wording, the questions and the inbox it goes to.

Before you start

- Decide which email address should receive the messages. An address more than one person reads is safest.
- Decide what to ask. A name, a phone number or email, and a message is plenty. What your contact form asks for, and why has ideas by kind of business.

Put the form on a page

Add the **Contact Form** widget where you want the form, the same way you add any widget. See [Add a widget to a page](#). Or email us the page and where on it the form should go, and we'll add it.

Set it up yourself

1. Log in to your site editor and open the page with the form.
2. Click the form to open its floating menu, then open its content settings. You can also right-click it and choose **Edit Content**.
3. Click the name of a field to change it, or click **Add Field** to add one. See [Add or change the questions on a form](#).
4. Under **Submit Button**, type the words you want on the button, such as "Send message".
5. Click **New Submission notification**. In **Form submissions will be sent to**, type the email address that should get the messages.
6. Type a **Form title**. To hide it on the page, click the eye icon beside it.
7. Preview the page and send yourself a test message.
8. Publish. If you don't see a **Publish** button, tell us and we'll publish it for you.

Tips

- If you leave the email box empty, messages go to the email in your business details. If there isn't one, they go to the owner of the account. Don't leave it to chance: type the address.
- A message sent from the preview reaches your inbox, but it won't show up in your list of messages in the editor.
- If you change the form title, the new title appears only after the next message comes in, so send a test.
- Ask us for a fresh form on each page that needs one. Copying an existing form often breaks the copy.
- Each form has a built-in spam check that you can't switch off. See [Cut down spam from your forms](#).

Need a hand?

Email hello@zossoz.com with your business name, the page, and what you'd like done, and we'll take care of it. A longer form, or one that sends information to another system, is quoted in writing first. We reply within one business day. See [Request a change](#).

Related guides: [Add or change the questions on a form](#) · [Change the message people see after sending a form](#) · [Where your form messages go](#) · [What your contact form asks for, and why](#) · [Cut down spam from your forms](#)

More guides: the [Zossoz Help Center](#) · [Questions?](#) Email hello@zossoz.com